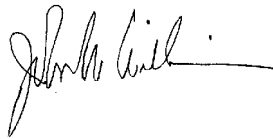


For: FSA Offices

**Preparing Travel Documents for End of FY 2000 and Beginning of FY 2001****Approved by:** Deputy Administrator, Management**1 Overview****A****Background**

Agency policy **mandates** that AD-202's and AD-616's be restricted in travel dates to one FY. **FY 2000 ends** COB Saturday, September 30, 2000, and **FY 2001 begins** Sunday, October 1, 2000.

Because of FSA's implementation of the Foundation Financial Information System (FFIS), FSA's travel documents must be received by NFC on Wednesday, September 27, 2000, to be included in NFC's September travel document processing and travel funds reimbursement to travelers. The payment module of FFIS will be unavailable between Thursday, September 28, 2000, and Monday, October 23, 2000 while the FSA travel interface is connected to FFIS. Travel reimbursements will cease after AD-616's, received in NFC by Wednesday, September 27, 2000, are processed. Travel reimbursements will resume on Monday, October 23, 2000. AD-202's and AD-616's should continue to be completed and processed during the period in which the payment module of FFIS is unavailable.

The delay in travel reimbursements should not affect travelers' payments of their Bank of America Government charge cards, if the account balance was current, with no delinquencies before September 27, 2000. Payments are to be made to Bank of America upon the receipt of the bill, but no later than the next billing cycle, which would be November 7, 2000, for transactions made from September 27, 2000, through October 7, 2000.

**This notice does not address FAS travel.** FAS employees will refer to the FAS "FY 2000 Financial Accounting System Coding Manual" and year-end procedures provided in a separate notice for FAS Offices.

Continued on the next page

**Disposal Date**

October 1, 2001

**Distribution**All FSA Offices; State Offices relay to County  
Offices with Farm Loan Program employees

## 1 Overview (Continued)

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### B

#### Purpose

This notice provides:

- instructions on preparing travel documents for travel:
    - before October 1, 2000, for FY 2000
    - after September 30, 2000, for FY 2001
  - guidance on charging travel expenses to the correct travel period. See Exhibit 1.
- 

## 2 Travel Authorizations

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### A

#### FY 2000 NFC Travel Document Processing Dates

Hard copy travel documents must be in the mail no later than **Friday, September 22, 2000**, to ensure receipt at NFC by Wednesday, September 27, 2000.

Electronically transmitted travel documents must be received at NFC by **4 p.m. c.d.t., Wednesday, September 27, 2000**.

NFC will cancel all FSA AD-202's during the weekend of September 30, 2000.

**Temporary Duty Travel (TDY).** Any FY 2000 TDY AD-616's received by NFC after Wednesday, September 27, 2000, will not be processed because of the lack of an FY 2000 AD-202 in the OnLine Travel System (OnLine). A new FY 2000 AD-202 will have to be established in OnLine before an FY 2000 AD-616 can be processed by NFC.

**Relocation.** Any relocation AD-616's received by NFC after Wednesday, September 27, 2000, will not be processed because of the lack of AD-202 in OnLine. A **revised** prior year relocation AD-202 will have to be established in OnLine before a relocation AD-616 can be processed by NFC.

A **revised** prior year relocation AD-202's should be established for **ONLY those items and dollar amounts that were authorized on the signed original AD-202 and have not yet been vouchered for.**

See subparagraph 3 F for instructions on how to establish a new FY 2000 travel authorization after Wednesday, September 27, 2000.

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## 2 Travel Authorizations (Continued)

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### B

#### FSA's FY 2001 Budget and Travel Authorization

**FSA's FY 2001 appropriation has not been signed by the President at this time. If the FY 2001 appropriation is NOT signed by the President and a Continuing Resolution occurs, travel may only be authorized for the period of the Continuing Resolution.**

During any resolution period in effect, all official travel must be authorized on a "Type C" basis until FY 2001 appropriations are passed.

Budget Division will notify the Agency on the FY 2001 appropriation status under separate notice, as necessary.

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### C

#### FY 2001 OnLine Travel Documents

Travel documents may be created electronically in OnLine for FY 2001 before October 1, 2000.

NFC will not cancel any FY 2001 AD-202's during the weekend of September 30, 2000.

According to NFC, FY 2001 AD-202's may be created in OnLine, placed in "Hold" status by pressing "F9", and printed. **Once FSA's FY 2001 appropriation, or a Continuing Resolution has been signed by the President,** the hard copy travel document may be signed by the approving official. The documents may then be selected and placed on "Pending" status by pressing "Enter" on every page of the document. Once the document is in the "Pending" status, the document may be released for NFC processing.

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### D

#### Format

On **travel documents** submitted to NFC for processing, **do not** use dashes or spaces in the:

- travel authorization number
  - originating office number (OON)
  - accounting code.
- 

### E

#### Reusing Travel Authorization Numbers

If a travel authorization number is assigned and the trip is canceled, **do not reuse the authorization number.** Assign the next AD-202 number.

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## 2 Travel Authorizations (Continued)

### F

#### FSA Travel Authorization Number

When preparing an AD-202 for travel **after Saturday, September 30, 2000, FY 2001**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is “1CSFAXXXXXXXX”, for a single trip and “1BSFAXXXXXXXX”, for “Type B” travel.

**Example:** 1CSFA01170001.

Digits	Description	What to Use
1st	Last digit of FY.	Use “1” for FY 2001.
2nd	Type of travel authorization code.	Use “A”, “B”, “C”, “L”, or “N”.
3rd	Number of travelers.	Use “S” for single traveler.
4th and 5th	FSA code.	Use “FA”.
6th through 9th	Budget organization code.	All offices except Farm Loan Program employees located in County Offices use “0” plus the first 3 digits of the budget organization code.  Farm Loan Program employees located in County Offices use “A” plus the first 3 digits of the budget organization code.
10th through 13th	Sequential number.	Begin with “0001” and continue issuing numbers sequentially for the remainder of FY.

**Example:** The first AD-202 issued by the Connecticut Farm Loan Program would be “1CSFAA8090001”.

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## Notice FI-2452

### 2 Travel Authorizations (Continued)

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#### G

#### Clarifying Types of Travel Authorizations

Only certain employees may use certain types of travel authorizations, as shown in the following table.

Type of Travel Authorization	Used By
Type A - Unlimited Open	The Administrator <b>only</b> .
Type B - Limited Open	STC, SED, DD's, compliance specialist, Farm Loan Program employees, warehouse examiners, and similar positions requiring frequent, routine, nonlocal travel within a specific work-related geographic area, such as Maine, the Midwest Area, Jefferson County.  <b>Note:</b> Type C, AD-202 is needed for travel that is outside the geographic area, includes annual leave, or for training and conferences.
Type C - Trip-by-Trip	All travel for trips to specific nonlocal itineraries and relocation (Permanent Change of Station).
Type L - Local	Employees traveling within the area of their official duty station and who do not have access to imprest funds for reimbursement.
Type N - Nationwide	Deputy Administrators, Special Approving Officials, and those positions designated by Deputy Administrators in writing.  <b>Note:</b> Type C, AD-202 is needed for travel that is outside the geographic area, includes annual leave, or for training and conferences.

Blanket travel authorizations (Types A, B, N, and L) can be completed on an annual basis. However, during a period that a continuing resolution is in effect, all official travel must be authorized on a "Type C" basis until final appropriations are passed.

Examples of AD-202's are in the NFC Procedures Manual, Title II, Chapter 2, Section 1, Travel System, dated September 1997.

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## Notice FI-2452

### 3 Action

#### A FY 2000 Accounting Classification Code

The 11-digit accounting classification code format is described in the following table.

Digit	Description
1st and 2nd	Last 2 digits of FY.
3rd through 7th	5-digit budget organization code.
8th and 9th	2-digit subobject code.  <b>Note:</b> Use codes 01 through 15, 17 through 24, and 50 through 99 according to 98-FI.
10th and 11th	2-digit project code number.

**Example:** (Illinois) 00017845100.

For listings of specific codes issued for each office, see 98-FI.

**Note:** Ensure that 98-FI (Rev. 5) or most recent version is used.

#### B FY 2001 Accounting Classification Code

The 14-digit accounting classification code format is described in the following table.

Digit	Description
1st	Last digit of FY.
2nd and 3rd	Fund Code "84" only.
4th through 8th	5-digit budget organization code.
9th and 10th	2-digit subobject code.  <b>Note:</b> Use codes 01 through 15, 17 through 24, and 50 through 99 according to 98-FI.
11th through 14th	4-digit project code number.

**Example:** (Wyoming) 18405684010000

For listings of specific codes issued for each office, see 98-FI.

**Note:** Ensure that 98-FI (Rev. 5) or most recent version is used.

Continued on the next page

3 Action (Continued)

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**C**  
**Preparing**  
**AD-202 for FY**  
**Travel**

The following table describes AD-202 actions.

Step	Action
1	Prepare AD-202 for: <ul style="list-style-type: none"> <li>FY 2000 travel, include all costs associated with the travel <b>before October 1, 2000</b></li> <li>FY 2001 travel, include all costs associated with the travel <b>after September 30, 2000.</b></li> </ul>
2	<b>Ensure that proper FY travel authorization numbers, OON's, and accounting classification codes are used.</b>

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**D**  
**Preparing**  
**AD-616 for FY**  
**Travel**

The following table describes AD-616 actions.

Step	Action
1	Prepare separate AD-616's for: <ul style="list-style-type: none"> <li>FY 2000 travel before October 1, 2000</li> <li>FY 2001 travel after September 30, 2000.</li> </ul>
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616.

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Continued on the next page

3 Action (Continued)

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E

**Repaying Travel  
Advances**

In April 1999, FSA began using the Automated Teller Machine (ATM) to acquire cash advances for travel expenses. At that time, ATM became FSA employees' primary method of obtaining cash for travel expenses. Therefore, all employees **must** account for all travel advances received by them outside of the ATM program.

On AD-616, employees **must** show the total amount of the travel advance outstanding and apply that total amount for travel advance repayment. Any travel advance balance remaining not completely liquidated by AD-616 should be repaid by direct remittance (check or money order) to the NFC lockbox address:

USDA FSA  
ADMINISTRATIVE COLLECTIONS  
PO BOX 70792  
CHICAGO IL 60673.

Submit AD-616's for payment **within 5 workdays** after completing a trip or period of travel, or every 30 calendar days if the employee is in a continuous travel status.

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Continued on the next page



## Notice FI-2452

### 3 Action (Continued)

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#### F

##### **FY 2000 Travel Authorizations Created After Wednesday, September 27, 2000**

When preparing an FY 2000 AD-202 after Wednesday, September 27, 2000, ensure that:

- the AD-202 13-digit travel authorization number that was originally used for FY 2000 travel is used, with 1 variation, the 10th digit of the travel authorization number should be an alphanumeric, such as “A”, as shown in the following table
- the reason for a revised FY 2000 AD-202 is noted in the remarks section of the revised FY 2000 AD-202
- a copy of the original FY 2000 AD-202 is attached to the revised FY 2000 AD-202 when presented to the approving official for signature, and kept with the travel voucher, for recordkeeping purposes.

The FY 2000 AD-202 number format after Wednesday, September 27, 2000, should be “0CSFAXXXXAXXX” for a single trip, and “0BSFAXXXXAXXX” for “Type B” travel.

**Example:** 0CSFA0117A125.

Digits	Description	What to Use
1st	Last digit of FY.	Use “0” for FY 2000.
2nd	Type of travel authorization code.	Use “A”, “B”, “C”, “L”, or “N”.
3rd	Number of travelers.	Use “S” for single traveler.
4th and 5th	FSA code.	Use “FA”.
6th through 9th	Budget organization code.	All offices except Farm Loan Program employees located in County Offices use “0” plus the first 3 digits of the budget organization code.  Farm Loan Program employees located in County Offices use “A” plus the first 3 digits of the budget organization code.
10th through 13th	Sequential number.	Begin with “A” and continue with the last 3 numbers of the original AD-202.

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Continued on the next page

## Notice FI-2452

### 3 Action (Continued)

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#### G

##### **Labor Management Obligations**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

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#### H

##### **Contact**

If there are questions about this notice, contact the appropriate office in the following table.

Issues	Office	Contact
Accounting	National Office	Arthur Holmes, FMD at 703-305-1240
	Field Offices	Rosanne Bales at 816-926-5603
Travel	National Office	FMD, ATPS at 703-305-1408
	Kansas City and St. Louis complexes	Wendy Collins at 816-926-3266
	State Offices	EDSO
	Farm Loan Program employees located in County Offices	State Office

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**Charging Travel Expenses to Correct Travel Period**

Travel Allowance	Travel Period Chargeable	Examples	
Rental Vehicle, Lodging, and Miscellaneous	Expense is chargeable to the travel period in which the expenses were incurred.	<b>IF expense is incurred...</b>	<b>THEN charge to...</b>
		before October 1, 2000	FY 2000.
		after September 30, 2000	FY 2001.
Local Transportation	Local transportation to and from the common carrier terminal and the local transportation expenses at the temporary duty station are chargeable to the travel period in which the expenses were incurred.	before October 1, 2000	FY 2000.
		after September 30, 2000	FY 2001.
Transportation by common carrier	In a continuous journey involving more than 1 segment of the trip, such as a round trip, the funds are obligated against the travel period in which the ticket was purchased, if the trip starts in the same travel period that the ticket was purchased.	Tickets purchased on September 18, 2000, for travel beginning September 22, 2000, and ending October 2, 2000, would be claimed on the travel voucher submitted for <b>FY 2000</b> .	
Transportation by common carrier when a segment of the trip is added or the return ticket cannot be used, and a new ticket must be purchased in the second travel period.	If, during an official trip that extends over 2 travel periods, a new ticket must be purchased during the second travel period the expenses are chargeable to the travel period in which the ticket was purchased.	Traveler purchased tickets on September 22, 2000, for travel from Washington, DC to Kansas City, Missouri, on September 30, 2000, and returning October 2, 2000. While in Kansas City, the traveler is ordered to travel to St. Louis on October 1, 2000, and return that same day. The October 1, 2000, ticket would be claimed on the travel voucher submitted for FY 2001.	
Mileage by POV when the: <ul style="list-style-type: none"> <li>• reimbursement is limited to constructive costs by common carrier</li> <li>• trip starts in 1 travel period and extends into another travel period</li> <li>• trip would be completed in the first travel period if common carrier had been used.</li> </ul>	Mileage is charged to the travel period in which the travel starts.	<b>IF travel starts...</b>	<b>THEN charge the mileage to...</b>
		before October 1, 2000	FY 2000.
		after September 30, 2000	FY 2001.